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AUG 1967

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Budget Implications of IG Survey on CT Program
(CT Position Requirements, Instructor Resources)**

1. Outlined below are the major points considered and conclusions reached in the recent DDS review of subject.

2. In order to determine CT position requirements three factors must be considered.

a. EOD Lead Time -- the average waiting period per class from EOD to the beginning of formal training.

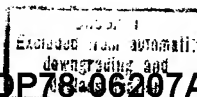
b. Length of Formal Training -- includes one month for leave and course breaks.

c. Placement Validation Time -- the length of on-the-job training necessary for the receiving desk and the CT to mutually conclude that the placement is appropriate plus the time needed to process the personnel action to effect the transfer.

3. In our last Program Call, CT position requirements were based on budgeting 18 months for CS CTs and 12 months for non-CS CTs. An alternative plan to accommodate an additional 3-6 months' language training for DDS and CS CTs was presented but never implemented.

	<u>EOD Lead Time</u>	<u>Formal Training and Leave</u>	<u>Placement Validation</u>	<u>Total Time</u>
CS	2 Mos.	12 Mos.	4 Mos.	18 Mos.
Non-CS	2 Mos.	6 Mos.	4 Mos.	12 Mos.

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4. The IG Survey recommended specific lengths of formal training -- 9 months for CS CTs and 4 months for non-CS CTs. Vacation time and EOD lead time were mentioned, effective placement was highly praised, but no time periods were recommended:

	<u>EOD Lead Time</u>	<u>Formal Training and Leave</u>	<u>Placement Validation</u>	<u>Total Time</u>
CS	?	10 Mos.	?	?
Non-CS	?	5 Mos.	?	?

5. As a result of the IG Survey, we reviewed each hour of our formal training instruction, consulted with various Directorates, and concluded that CS formal training should be reduced to about nine months and non-CS formal training remain at about five months. Our experience with three classes a year validates a two-month EOD lead time requirement. In addition, experience has shown that an average of three months' on-the-job training is required for validation of placement and one month is required to process the paper for transfer. Therefore, our planning recommendation was:

	<u>EOD Lead Time</u>	<u>Formal Training and Leave</u>	<u>Placement Validation</u>	<u>Total Time</u>
CS	2 Mos.	10 Mos.	4 Mos.	16 Mos.
Non-CS	2 Mos.	6 Mos.	4 Mos.	12 Mos.

6. Since EOD lead time is statistically demonstrable and substantive judgment has established appropriate formal training times, the only alternatives to CT position requirements depend on the length of validation of placement. The attached chart shows these alternatives.

7. It was agreed that a period of on-the-job training for validation of placement had been a critical ingredient of the time-tested success of the CT Program. It was concluded, however, that it would be feasible to fold-in the one-month paper processing time and accomplish the validation of placement in three months.

8. This one-month reduction in total time on OTR rolls will reduce the CT position requirements 25-30 in FY 69 and FY 70. The reduction in FY 68 is only about 10 because of course scheduling difficulties in changing from one training cycle to another. It should be emphasized that each Directorate must accept its recently validated requirements for CTs in order to achieve the above reduction.

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9. The IG Survey has virtually no impact on OTR instructor resources. Much of the reduced formal training time was conducted by the CS. Although the length of courses has been reduced, we are running an additional cycle of courses per year at [REDACTED]. For example, our operations training faculty will be instructing 51 weeks a year instead of 32 weeks. The increased numbers of students require three cycles a year instead of two cycles. Even without the IG recommendations we would have found it necessary to reduce the length of courses unless we could have increased our staff.

/s/
John Richardson

John Richardson
Director of Training

Attachment

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CT BUDGET ALTERNATIVES

<u>VALIDATION OF PLACEMENT (Mos)</u>	<u>TOTAL BUDGET (Mos.)</u>	<u>AE (MAN YEARS)</u>		
		<u>FY 68 (275*)</u>	<u>FY 69 (275*)</u>	<u>FY 70 (300*)</u>
4	<u>CS</u>	345	336	343
	<u>Non-CS</u>			
3	$\frac{16}{12}$	333	309	320
	$\frac{15}{11}$			
2	$\frac{14}{10}$	321	281	288
	$\frac{13}{9}$			
1	$\frac{12}{8}$	292	259	264
	$\frac{11}{7}$			
0	$\frac{10}{6}$	263	236	240
	$\frac{9}{5}$			

EOD Lead Time (Mos)

CS 2
Non-CS 2

Formal Training (Mos)

CS 10
Non-CS 6

(*CT Input)

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